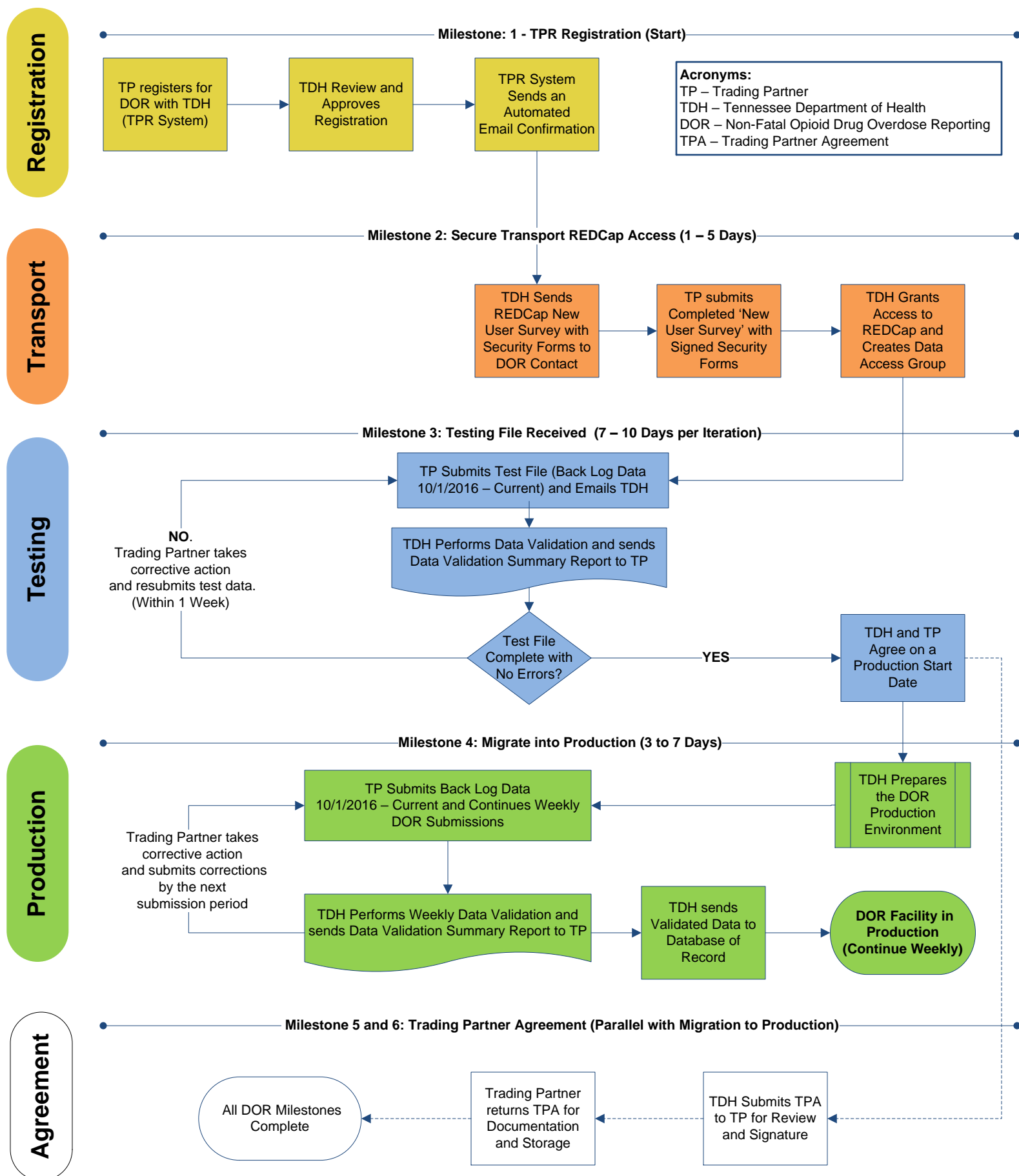


Tennessee Department of Health (TDH) Drug Overdose Reporting (DOR) - Facilities Onboarding Workflow



DOR materials are available on the Drug Overdose Reporting web page

URL <https://www.tn.gov/health/health-program-areas/pdo/pdo/drug-overdose-reporting.html>

Registration

Milestone 1: Register Facility for Drug Overdose Reporting (DOR) in the Trading Partner Registration (TPR) system

The Trading Partner Registration is an application that allows potential trading partners to register their intent to electronically exchange data with TDH. URL <https://apps.tn.gov/tpr/>

To assist with gathering the information needed to complete your TPR registration, you can use the Trading Partner Registration Worksheet URL <https://apps.tn.gov/tpr/pdf/TradingPartnerRegistrationWorksheet.pdf>

- TP Registers Entity for DOR in the TPR system
- Registration submitted email sent TP and TDH staff
- Registration reviewed and approved by TDH staff
- Registration approval email automatically sent by TPR to TP

Transport

Milestone 2: Complete Drug Overdose Reporting - New User Survey

TDH will send the Drug Overdose Reporting - New User Survey to the Point of Contact Identified in the TPR system. Facilities may request additional users by submitting the name title and work email address to Rich.Robles@tn.gov

Users will Complete the User Survey with user and facility information, sign and upload the security forms.
TDH REDCap will then Send the user a link to create a new password and set security questions.

Users will Create Password, select and answers security questions needed for future password recovery
TDH will assign User to Drug Overdose Reporting
TDH will assign Users to Submitter Role and Create the facility Data Access Group

Testing

Milestone 3: Testing (Iterative process)

Facility Data Submitters will submit a file consisting of both patient and zero submission records (25 – 50 Records)

TDH will run the data validation report on Wednesday before COB. The system will send the submitter a Summary Report email.

Facility Data Submitters will review the Data Validation Summary and Data Validation Detail Reports.
Facility will make the necessary changes to their procedures and process to prevent the errors from occurring again and correct the file.
Facility will create and submit a full DOR Backlog file from **10/1/2016 to current** (previous Saturday)

Facility Data Submitters will submit a Backlog file from **10/1/2016 to current** (previous Saturday)

TDH will run the data validation report on Wednesday before COB. The system will send the submitter a Summary Report email.

The goal for testing is for each facility to continue to improve a single backlog data set until it is 'error free' and then to utilize that file for the facility to upload into production.

Production

Milestone 4: Continue to Production

TDH will set up the facility in production.

The Facility will submit the full DOR Backlog file from **10/1/2016 to current** (previous Saturday) by the agreed Tuesday start date.

TDH will run the data validation report on Wednesday before COB. The system will send the submitter a Summary Report email.

The Facility will continue to submit Drug Overdose Reporting data on the prescribed weekly schedule.

Agreement

Milestone 5 and 6: Trading Partner Agreement (TPA)

TDH will prepare TPA and send it the entity and interface point of contacts documented in the TPR system.

The entity will complete any additional information as needed and have the document signed by the appropriate entity staff and return to TDH for final signature. TDH will review and sign the TPA and distribute to all parties.

Both parties will maintain a copy for their records.